



#### **4. Assessing whether an incident must be reported, and how to report**

4.1 As soon as a person becomes aware of a pollution incident, it must be immediately reported if it causes or threatens material harm to the environment, as explained above.

4.2 Workers must report the incident to the relevant managerial staff in accordance with the Reporting Chain of Command Chart.

4.3 In considering whether or not an incident must be reported, a person must consider:

- (a) The likely impacts from the incident – eg:
  - (i) Are they trivial only, with no real risk of becoming anything more than trivial and not expected to result in \$10,000 of property damage or clean-up costs? Eg. a spill of 1 tonne of flour in the premises car park, which can be cleaned up quickly and cheaply.
  - (ii) Are they trivial at the moment, but with the potential to become more than trivial? Eg. a spill of 20 tonnes of flour onto a dry riverbed that could take a day for site staff to clean up, when wet weather is imminently expected which could cause the river to fill and to carry the flour downstream.
  - (iii) Has any property damage been caused by the incident? What is the likely cost of the damage, combined with anticipated clean-up cost – is it expected to be \$10,000 or more?
  - (iv) How should the incident be cleaned up and what are the likely costs of the clean-up (are they likely to be \$10,000 or more?).

4.4 Where employees are unsure about whether or not an incident involves material harm to the environment, they must immediately report it to the relevant Site Supervisor/Manager so that this issue can be promptly considered and determined by the relevant Site Supervisor/Manager.

4.5 Contractors and site staff are not required to form a view about whether any environmental incident is a reportable pollution incident and should notify management of **all** environmental incidents so that this issue can be considered at a higher level.

4.6 The Site Manager will have authority to report all incidents on behalf of Allied Pinnacle, after attempting to first discuss with their relevant General Manager & National WHSE Manager if they can be promptly contacted.

 <b>ALLIED PINNACLE</b>	<b>Altona WHSE-005 Pollution Incident Response Management Plan</b>	Version No:	<b>V02</b>
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- 4.7 If anyone in the above chain of command cannot be promptly reached, contact should be made with the next level of command.
- 4.8 In the event of uncertainty as to whether or not the incident is causing or threatening material harm to the environment, contact should be made with the next level of command and the issue should be considered at this level. If the uncertainty cannot be resolved, the incident should be treated as a reportable incident.
- 4.9 In the unlikely event that no one within management is able to be contacted with reasonable promptness, the site manager must report any incident causing or threatening material harm to the environment to the relevant authorities themselves.

## 9. Contact Details – Relevant Authority

If the pollution incident presents an immediate threat to human health or property, call Triple Zero (000).

If the incident does not require an initial combat agency, or once Triple Zero has been contacted, notify the relevant authorities in the following order:

<i>Relevant Authority</i>	<i>Contact Details</i>
<b>Environmental Protection Authority - VIC</b>	<b>Environmental Phone Line – 1300 372 842</b>
<b>Local Council – The City of Hobsons Bay</b>	<b>(03) 9932 1000</b>
<b>Ministry of Health</b>	<b>1300 253 942</b>
<b>Worksafe VIC</b>	<b>1800 136 089</b>
<b>Fire and Rescue VIC</b>	<b>(03) 9662 4733</b>

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## 11. Contact with Neighbours and the Local Community

After raising an alarm and ensuring that the emergency services are notified if required, the Site Manager or Designated Manager, if required, will contact the neighbouring properties of the incident by phone or in person.

The immediate neighbours to the site are:

### **ANL Container Park**

11-21 Pinnacle Road (neighbours to the left)  
Phone 03 9360 9322

### **Nu-Mega Ingredients Pty Ltd**

31 Pinnacle Road (neighbours to the right)  
Phone 03 8369 2100

### **Dome Group/Garden Supplies**

12 Pinnacle Road (neighbours across the road to the left, opposite ANL Container Park)  
Phone 03 9282 1988

### **Western Accident Repair Centre**

96 Pinnacle Road (neighbours across the road to the right, opposite Nu-Mega Ingredients)  
Phone 03 9369 9216

### **Calleja Transport**

20-30 Baldwin Rd (directly across the road)  
Phone 03 9369 6222

Note: Refer to Allied Pinnacle Emergency Management Policy and Allied Pinnacle Altona North Site Emergency Procedure on full steps to follow as per different types of incidents.

Advise neighbours to standby for further instructions by VIC Police, Fire Brigade Officers or EPA Officers if required.

Also advise neighbours to close windows and doors and remain inside for incidents involving the emission of air pollutants and/or chemical spills/leaks.